

# INFORMATION TECHNOLOGY SECURITY ADMINISTRATOR

# Purpose:

To actively support and uphold the City's stated mission and values. To establish an information security program and management infrastructure that ensures technology risks are identified and managed according to established risk policies and guidelines.

# **Supervision Received and Exercised:**

Receives direction from the Deputy Finance and Technology Director – IT

Exercises direct supervision of personnel in related area of responsibility; Exercises technical and functional supervision over vendors and contract staff.

### **Essential Functions:**

Duties may include, but are not limited to, the following:

- Develops/manages the information security program, including policies, standards and guidelines;
- Administers security servers, firewalls, intrusion detection appliances and other systems;
- Develops/manages the information classification process, information risk analysis, assessment and acceptance processes;
- Promotes awareness of the program throughout the City via training activities;
- Advises managers and technical personnel regarding the implementation of the specific programs within their respective areas;
- Performs compliance activities to ensure the successful implementation of the program;
- Prepares and conducts information security risk assessments, forensic investigations, security policy violation investigations and recommends corrective action;
- Serves as a member of the technical advisory committee to evaluate new technology resources for program compliance;

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IT Security Administrator (continued)

- Acts as liaison between any technology audits and the IT Division; reviews all audit reports and responses to ensure timeliness and effectiveness of corrective actions;
- Recommend and assist in the implementation of Information Technology's goals and objectives; establish schedules and methods for functional activities; implement policies and procedures;
- Exercise technical and functional supervision over the work of outside consultants, vendors and contract staff involved in IT security projects and audits;
- Interface with executive level management in the development of information security policies and preemptive training programs for employees;
- Prepare weekly, monthly, quarterly, and yearly statistical reports on IT Security compliance and vulnerabilities;
- Attend professional meetings and seminars as required;
- Other duties related to the core functions of this classification.

## **Minimum Qualifications:**

### **Experience:**

Three years of professional level experience in computer network and IT systems security associated with a large organization. One year of supervisory or team lead experience required.

#### **Education:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in computer information systems, business administration, public administration or a degree related to the core functions of this position.

#### Licenses/Certifications:

Information Systems Security Professional (CISSP) certification required at time of hire.

## **Examples of Physical and/or Mental Activities:**

- Work in a stationary position for long periods of time
- Operates computers, calculators, and other office machines
- May require working extended hours
- May work alone for extended periods of time

# CITY OF TEMPE

IT Security Administrator (continued)

# Competencies:

(Pending)

Job Code: 489

Status: FLSA Exempt / Classified